



## REQUEST FOR PUBLIC RECORDS

Phone: 936-931-0304 Fax: 936-931-0389

Email: [kcottrell@wallerisd.net](mailto:kcottrell@wallerisd.net)

For Office Use:

PIR. # \_\_\_\_\_

Date: \_\_\_\_\_

Requestor's Name		Ph. #	Fax #
Name of Business		Email Address	
Address (P.O. Box, Street, etc.)		City	State Zip
<b>Description of Information: (PLEASE PRINT)</b>			
Requested By:			
_____ Requestor's Signature		_____ Date	
<b>Format</b>			
	<b># of copies</b>	<b>Item/Unit Price</b>	
Excel Database (When Applicable)		No additional charge	
CD		@ \$ 1.00 ea.	
DVD		@ \$ 3.00 ea.	
Copies/Print Out		@ \$ .10 cents/page	
Mailing Labels		@ \$ .06 cents/page	
Mailing Fee		@ U.S. Postal Rates apply	
Inspection Only			
<b>Personnel Charges</b>			
-Programming Personnel		@ \$28.50 per hour	
-Other Personnel/Labor		@ \$15.00 per hour	
-Computer Time		@ \$1.50 per minute CPU or \$2.20 per clock hour Client/Server time	
-Overhead charge		@ 20% of Personnel Charges	

**Cash, money order or check (made payable to Waller I.S.D) will be accepted as payment. No credit or debit cards.**

**Payment can be received at our Waller ISD Administration Offices located at 2214 Waller Street Waller, Texas 77484**

**Directory Information:** If directory information for either students or employees is requested, only information for parties that have consented to disclosure will be provided. Pursuant to WISD policy FL (Local), student directory information may include the following: name, address, telephone listing, photograph, month and year of birth, honors and awards received, schools attended, dates of attendance, grade level, participation in officially recognized activities and sports, and weight and height of members of athletic teams.